



TOP **TEN** LIST OF COMMON ERRORS MADE WHEN E-FILING

- #1- The proper signature format is not used when signing your pleadings. Make sure to include the s/(attorney's name) and the e-mail address.**

s/John Doe
Bar Number 123456
Attorney for (Plaintiff/Defendant) XYZ Company
ABC Law Firm
123 South Street
Orlando, FL 32801
Telephone (407) 555-5555
Fax (407) 333-3333
E-Mail: j_doe@law.com

- #2- Secondary e-mail addresses are not kept current. This causes numerous bounce-back e-mails with the court.**

When your information changes, you also need to insure that your secondary e-mail address gets changed if necessary. To do this, log on to CM/ECF and click on Utilities located on the blue menu bar. Select "Maintain Your Account", and then select the **Email Information** button. On this screen you may add or modify email addresses on your account. Once this information is correct, click on the **Return to Person Information Screen** button, then click on Submit, then Submit again.

- #3- All parties are not chosen when filing a document on behalf of more than one party.**

When selecting more than one party, hold down the "Ctrl" key located on your keyboard and click on each of the parties filing the document. Each party you select should be highlighted in blue.

- #4- Incorrect event is used when e-filing documents.**

Civil and Criminal Event Lists showing available events are located on our CM/ECF website. If you are still unsure about how to file your document, please call our Help Desk line at 1-866-434-3985.

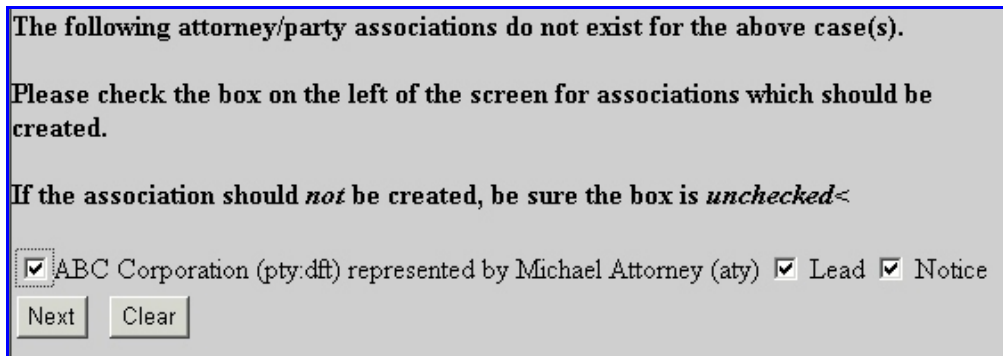
#5- A Certificate of Service IS NOT being included when a document is e-filed.

A certificate of service must be included with each document filed electronically indicating how service was accomplished on each party. The filer must serve in accordance with the Federal Rules of Civil and Criminal Procedure a paper copy of any electronically filed document on a party not registered to file electronically. Sample language for a certificate of service is attached as Form B to the CM/ECF Administrative Procedures.

To determine who is a registered user, the filer can select the "Utility" category, then under Miscellaneous, select "Mailings", then "Mailing Info for a Case". Enter the case number, and the registered users will then be listed.

#6- The attorney does not get associated with the filing party.

When entering an appearance, or filing for the first time on behalf of a party, a screen will appear that allows an attorney to associate with the particular party or parties. The attorney entering an appearance should select all parties he is filing on behalf of, and on the next screen, the user will be presented with the following information:



The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

☒ ABC Corporation (pty:dft) represented by Michael Attorney (aty) ☒ Lead ☒ Notice

Next Clear

If the attorney will be the lead attorney, then this box should remain checked. In order to receive electronic notices, the "Notice" box should also remain checked.

#7- You are listed as an attorney of record but are not getting e-mail notifications for any of your cases. Why?

A reason for this issue relates to "spam filtering." Check to see if "spam" filtering is turned on in the e-mail program. When e-mail notifications are sent out, the attorney's e-mail address is in the bcc field and is therefore mistaken for "spam" by some junk-mail filters. You will need to add: "flmd.uscourts.gov" as an accepted domain in your "spam filtering software.

#8- Your login and password is not working or you have lost your password.

Oftentimes when this happens, the user is trying to use either their PACER login and password, or their U.S. Bankruptcy Court login and password. Each entity has their own login and password and the one we issue is **ONLY** for the U.S. District Court, Middle District of Florida.

Also, once we send you your login and password, please do not misplace it. Also, if you change your password, please remember what it is because we do not have access to it at that point. If you have lost your password, please use the "Lost Your Password?" link on our CM/ECF website.

#9- Attachments to documents are not named.

Descriptions of attachments should be specific, accurate and simply stated. For example, "**Exhibit 1, Affidavit of John Doe.**"

#10- The event is not properly linked to a previous document in the case. Previously filed documents are filed again.

Many events prompt the filer to link back to previous documents, which assists the court with tracking related documents. For example, a response or reply to a motion should always be linked to the appropriate motion.

Pursuant to the CM/ECF Administrative Procedures a filer shall not attach as an exhibit any pleading or other document already on file with the court in the case but shall merely refer to the document. [Section IV.A.4.]